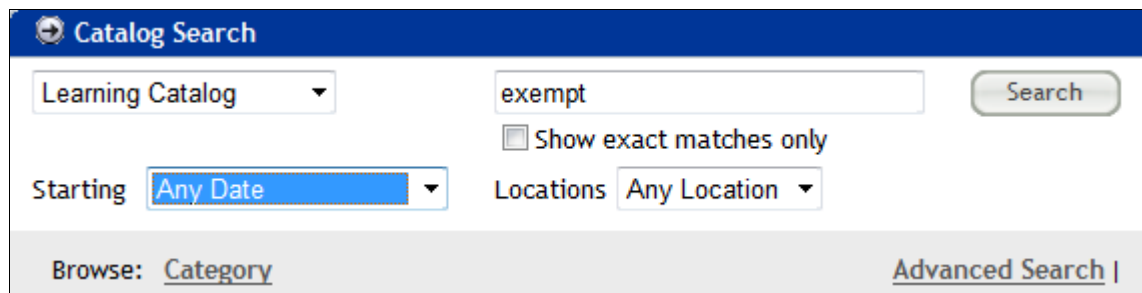

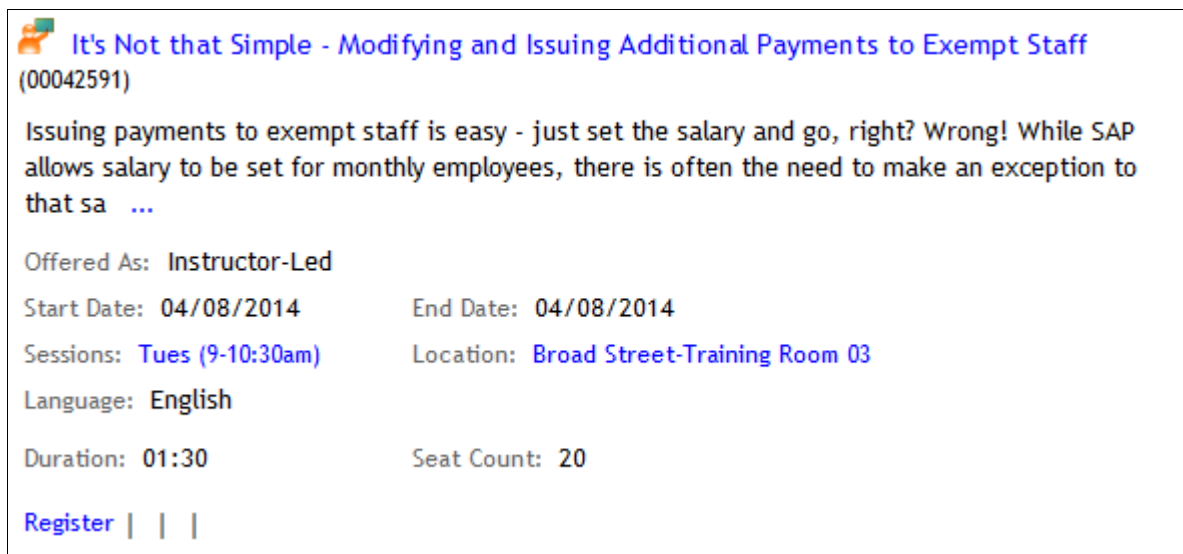



Registering for and Completing **It's Not That Simple: Modifying and Issuing Additional Payments to Exempt Staff** Training in the Duke LMS

1. Log into the Duke LMS (<https://lms.duhs.duke.edu/Saba/Web/Cloud>).
2. At the Duke LMS Home screen, in the Catalog Search field, type **"exempt"**.
3. Next, in the Starting field, click the drop down and select "Any Date".
4. Click **Search**.



5. Scroll through the results to find the **It's Not That Simple: Modifying and Issuing Additional Payments to Exempt Staff** course. Select the offering for the desired date.



6. Click **Register**.

7. At the **Confirmation** page, click the *Go to In-Progress Learning* link.

Registration Confirmation

[Printer Friendly Version](#)

Order Contact

KRISTIN BUREL

Billed To

DISBURSEMENT SERVICES TRAINING

Order Status


Confirmed

Order Number

00333952


Order Items


Title	Learners	Delivery Type	Status	Class Date	Session Template	Location	Facility	Actions
It's Not that Simple - Modifying and Issuing Additional Payments to Exempt Staff	KRISTIN BUREL	Instructor-Led	Confirmed	04/08/2014	Tues (9-10:30am)	Broad Street-Training Room 03		Notes



[Go to In-Progress Learning](#)

8. Click the **View Details** button.

 It's Not that Simple - Modifying and Issuing Additional Payments to Exempt ... (00042591)



[View Details](#) [more actions](#)

Session Information: 04/08/2014 - 04/08/2014 - Tues (9-10:30am)(01:30 hours)

Location: [Broad Street-Training Room 03](#)

Status: Confirmed (Registration Date: 01/02/2014)

9. Read the course description. Note the no show fee policy statement.

It's Not that Simple - Modifying and Issuing Additional Payments to Exempt Staff (00042591)

TIP: To view the room name or class date and time, click the Learning Assignments tab below. Then, click the View All Sessions button.

Drop
Back

Delivery Type
Instructor-Led

Description

Issuing payments to exempt staff is easy - just set the salary and go, right? Wrong! While SAP allows salary to be set for monthly employees, there is often the need to make an exception to that salary amount or to issue additional payments for additional work performed. This session will focus on the nuances of issuing supplemental payments and completing pay exceptions for exempt staff. In this situationally based class, participants will focus on how to address some of the most common scenarios which result in changes to an exempt staff member's salary.

Financial Services charges a \$100 no show fee for participants who cancel with less than 48 hours notice or do not show up for class. The fee will be charged to the participant's default cost center.

Go to In-Progress Learning
View Confirmation

Main
Learning Assignments
Associated Learning

Completion Status
Not Evaluated

Score
0

Learning Assignments
Print | Export | Modify Table

Module	Assignment Type	Requirement	Details	Completion Status	Completed On	Actions
Sessions	Session	Required		Not Evaluated		View All Sessions

10. Click the View All Sessions button.

Session Detail: It's Not that Simple - Modifying and Issuing Additional Payments to Exempt Staff

Session Detail
Print | Export | Modify Table

Session Name	Date	Start	End	Instructor and Room
Session 1	04/08/2014	9:00 AM	10:30 AM	None Assigned

Note: All times are in (GMT-05:00) Eastern Time (US & Canada).

Close

11. Note the start and end time and Instructor.